Carmichael's Spring Summer 2025 Scheduled Training Programme (https://www.activelink.ie/node/111768)

Carmichael.

Carmichael's Spring Summer 2025 Scheduled Training Programme (https://cts.vresp.com/c/?Carmichael/4dde81e898/306450cf3e/0ff44f549f/type=scheduled-courses) is kindly sponsored by BoardEffect (https://cts.vresp.com/c/?Carmichael/4dde81e898/306450cf3e/d2f6bd27a5) , which is part of Diligent (https://cts.vresp.com/c/?Carmichael/4dde81e898/306450cf3e/5062b426c1) , the leader in modern governance. BoardEffect delivers an agile board management solution optimised for governance leaders of nonprofits, higher education institutions, community healthcare organisations, and credit unions with the right tools, analytics, and insights to drive more efficient, transparent, and secure governance.

Spring/Summer 2025 Scheduled Training Programme (https://www.carmichaelireland.ie/courses/?type=scheduled-courses) **sponsored by** **BoardEffect** (https://www.boardeffect.com/en-gb/blog/) **.**

Full details of the Spring Summer Scheduled Training Programme here (https://www.carmichaelireland.ie/courses/?type=scheduled-courses) .

The Charities Governance Code – Online (https://www.carmichaelireland.ie/courses/charities-governance-code-online-3/)

(10:00am–12:30pm – Thurs 9th Jan, 6:30pm–9:00pm – Tues 8th Apr and 10:00am–12:30pm – Thurs 3rd Jul 2025)
Instructor: Andrew Madden
The Charities Governance Code explains the minimum standards you should meet to effectively manage and control your charity. This workshop will walk you through the requirements of the code including actions and evidence needed to demonstrate compliance.
Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Board Roles and Responsibilities - Online (https://www.carmichaelireland.ie/courses/board-roles-responsibilities-online-course/)

(10:00am–12:30pm – Tues 14th Jan, 6.00pm–8.30pm – Thurs 3rd Apr and 10:00am–12:30pm – Tues 17th Jun 2025)
Instructor: Marian Barnard
This session will demystify Board members' roles and responsibilities and give you tools to enhance your contribution and the effectiveness of your Board. It outlines the purpose of the board as a whole in relation to governance and management. We then examine the specific roles of individual board members and in particular, their legal responsibilities and duties under the Charities Act (2009) and the Companies Act (2014). The workshop will finish with a discussion on typical problems arising within boards and some practical solutions to deal with them.
Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Microsoft Excel – Introduction to Spreadsheets – Online (https://www.carmichaelireland.ie/courses/spreadsheets-microsoft-excel-online/)

(3:15pm–4:45pm – Wed 15th Jan 2025 x 4 weeks)
Instructor: Anne Walsh
The course will take place on Zoom over 4 sessions as per details below. Homework will be assigned between sessions. Resources and links will be stored on a platform called GiraffePad. Please note these sessions will be recorded and recordings will be sent to attendees only. Full instructions and links will be given after registration.

Session One (90 minutes) Wed 15th Jan starting at 3.15pm

- Open A New Spreadsheet
- Identify Data Types
- Use Autofill
- Enter Data / Text
- Select Data / Text
- Format Data / Text
- Use Basic Formulae
- Copy Formulae
- Homework

Session Two (90 minutes) Wed 22nd Jan starting at 3.15pm

- Review of homework
- Use Absolute Cell Reference
- Use built in functions: Sum, Average, Max, Min, Count, CountA
- Start on preparing lists
- Add/Delete Rows/Columns
- Sorting and Filtering
- Homework

Session Three (90 minutes) Wed 29th Jan starting at 3.15pm

- Review of homework
- Continue Sorting and filtering
- Printing
- Introduction to chart
- Homework

Session Four (90 minutes) Wed 5th Feb starting at 3.15pm

- Review of homework
- Worksheets-Housekeeping: Add, delete, rename, move/copy, hide
- Worksheets – Formulas – adding up entries across sheets.
- Final Q&A

Session delivered via Zoom. Fee = €160.00 per person for non-profits.

Introduction to Risk Management- Online (https://www.carmichaelireland.ie/courses/intro-risk-management-online/)

(10:00am–12:00pm – Tues 21st Jan 2025)
Instructor: Liam Scollan
This course will enable participants to develop a good understanding of Risk Management within an organisation and the tools which can be employed to minimise risk. It also shows how the roles of Boards is vital for effective risk management and how risk management makes for very effective Boards.

Topics covered include:

- Understand Risk
- Understand Risk Categories
- Understand Risk Management and Know Why It Is Important
- Understand What Makes a Good Risk Management System
- Drafting your own Risk Management Strategy

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Financial Oversight for Board Members – Online (https://www.carmichaelireland.ie/courses/financial-oversight-for-board-members-online-2025/)

(10:00am – 12:00pm – Tues 28th Jan 2025)
Instructor: Andrea Shupinski
Board Members have ultimate responsibility for the finances of their organisation and must exercise good financial stewardship. This online workshop aims to give Board Members the skills and knowledge to understand financial information that they are typically provided with on a regular basis, what to ask for, warning signs to watch out for and questions to ask.

The main areas covered will be:

- Board members' financial responsibilities
- Different types of financial reports
- Understanding and interpreting financial reports
- Warning signs.

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Understanding and Influencing the Oireachtas – Online (https://www.carmichaelireland.ie/courses/understanding-and-influencing-the-oireachtas-online-2025/)

(10:00am–12:30pm – Thurs 6th Feb 2025)
Instructor: Jillian van Turnhout
Ever wondered how can our organisation secure a legislative or policy win? This workshop has been developed to share an insider-outsider perspective on how to succeed in influencing policy or legislative change for your organisation. The workshop will inform and provide a practical roadmap.

Part 1: Understanding – knowledge building

- The Oireachtas
- The legislative calendar and process
- Seanad Commencement Matters and Dáil Topical Issues
- Parliamentary Questions
- Tips on how to inform and influence TDs and Senators

Part 2: Influencing – how to effect change

- Defining your issue and policy/legislative solution
- Setting goals and objectives
- Identify the target audience and who to influence
- Stakeholder mapping and building partnerships/alliances
- Creating effective communications

Ending: Questions and Answers – draw on Jillian's expertise for your organisations' campaign.

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Microsoft Office/Microsoft 365 - Productivity Tools – Online (https://www.carmichaelireland.ie/courses/microsoft-365/)

(10:00am–1:00pm – Tues 11th Feb and 10:00am–1:00pm – Thurs 12th Jun 2025)
Instructor: Fiona Walsh

Outline

In this course you will learn productivity tips from the following Microsoft programs:

Outlook

- Cleaning up your inbox
- Scheduling emails in advance
- Creating simple rules
- Using quick parts

Word

- Working with styles
- Contents pages
- Cover pages
- Watermarks

Excel

- Cleaning data
- Separating text from within a cell
- Locking cells
- Displaying data visually

PowerPoint

- Using slides from another presentation
- Changing fonts throughout the entire presentation
- Working with images and shapes
- Using the presenter view

Session delivered via MS Teams. Fee = €80.00 per person for non-profits.

SORP Requirements for Charities – Online (https://www.carmichaelireland.ie/courses/sorp-requirements-for-nfp/)

(10:00am–12:30pm – Thurs 13th Feb and 10:00am–12:30pm – Thurs 10th Jul 2025)
Instructor: Andrea Shupinski

SORP requirements for Charities and the responsibilities of the Board of Directors under the Charities Act.

The main areas covered will be:

- What are the responsibilities of the Board of Directors under the Charities Act
- What are SORP's (Statements of Recommend Practice)
- What is the purpose of SORP
- Why are they necessary in charity financial reporting
- What are the requirements of SORP for Charities
- What is the connection between the Charities Act 2009 and SORP
- What are the key requirements of SORP FRS102 (latest SORP)
- How to lay out Financial Annual Accounts in SORP Format
- What is a Statement of Financial Activities (SOFA) and how to construct it
- The rules on Income recognition under SORP
- The rules of allocation Overheads by Charity Activity
- What is happening in the Regulators office for implementing a SORP in Ireland
- Latest information on the consultation process

- What is an Activity Report which is required from all charities regardless of size

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Microsoft Excel – Intermediate Level – Online (https://www.carmichaelireland.ie/courses/microsoft-excel-intermediate-level-online/)

(3.15pm-4.45pm – Wed 19th Feb 2025)
Instructor: Anne Walsh
The course will take place on Zoom over 4 sessions as per details below. Homework will be assigned between sessions. Resources and links will be stored on a platform called GiraffePad. Please note these will sessions will be recorded and shared with the attendees only. Full instructions and links will be given after registration.

Session One (90 minutes) Wed 19th Feb starting at 3.15pm

- Revision of basics: formulas/functions/fixing cells/lists

Session Two (90 minutes) Wed 26th Feb starting at 3.15pm

- Vlookup function: What it is, what you use it for, use in same workbook and with different workbooks.

Session Three (90 minutes) Wed 5th Mar starting at 3.15pm

- Introduction to Pivot Tables

Session Four (90 minutes) Wed 12th Mar starting at 3.15pm

- If functions & Introduction to Conditional Formatting
- Final Q&A

Session delivered via Zoom. Fee = €160.00 per person for non-profits.

Sources of Funding for Non-Profits – Online (https://www.carmichaelireland.ie/courses/funding/)

(10:00am–12:30pm – Tues 25th Feb 2025)
Instructor: Liam Scollan
Course material will include where to look for vital sources of funding, how to answer the critical questions that funders ask, how to develop a compelling story, an A to Z of digital and face to face fundraising techniques and with presentations focussed on sectors such wellbeing, social, community, health, enterprise, educational, arts environmental and other objectives.
Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Facilitation Skills for In-Person Settings - Online (https://www.carmichaelireland.ie/courses/facilitation-skills-for-in-person-settings/)

(10:00am–12:00pm – Thurs 27th Feb 2025)
Instructor: Clare Mulvany
Effective facilitation can lead to clearer focus and purposeful action. In this workshop you will be introduced to methodologies, tools and techniques to design and deliver engaging events and meetings, as well as some tips for overcoming facilitation challenges.
Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Canva for Beginners - Online (https://www.carmichaelireland.ie/courses/canva-for-beginners-online/)

(10:00am–12:00pm – Thurs 6th Mar 2025)
Instructor: Serena Teng

- Opening and creating a Canva account
- Canva for Non-Profits
- Creating a design; using templates or creating from scratch
- Searching and editing elements
- Using template photos from Canva or uploading
- Adding text and using different fonts
- Saving and downloading designs
- Sharing and collaborating designs
- Design for Print
- Managing your Brand

Session delivered via Zoom. Fee = €50.00 per person for non-profits.

Introduction to Book-Keeping for Charities and other Not-for Profits – In-Person Course (Carmichael Centre, D7) (https://www.carmichaelireland.ie/courses/introduction-to-book-keeping-for-charities-and-nfp/)

(10:00am–1:00pm – Tues 11th Mar 2025)
Instructor: Andrea Shupinski
Maintaining a charity's accounting records, or books is an obligation and a responsibility. This workshop is intended to equip managers and accounts staff with an understanding of book-keeping and accounting issues that are relevant to their day to day operations so that the accounting records can be kept up to date and provide meaningful information. The workshop will include practical examples and short exercises using Microsoft Excel programme. To ensure the training is as interactive and participatory as possible, we limit the number of participants to 10. Laptops will be provided.

The main areas covered will be:

- Importance of bookkeeping
- Relevant documentation and books of account
- Setting up bookkeeping system relevant to own organisation and SORP
- Maintaining accounting records and processing transactions
- Checking everything balances including how to do a bank reconciliation
- Profit and loss account and balance sheet
- VAT Compensation Scheme for Charities.

Introduction to Strategic Plan – Online (https://www.carmichaelireland.ie/courses/strategic-planning-online/)

(10:00am–12:30pm – Thurs 13th Mar 2025)
Instructor: Jillian van Turnhout

A strategy is about how an organisation best positions itself whilst remaining relevant. A good strategy is clear and succinct. It boldly sets out your organisation's ambitions, sets a clear focus aimed at achieving your mission, and it is embedded in reality.

This Strategic Planning workshop will guide you through core elements of strategy: challenge, cohesion and commitment. It will look at approaches and models in conducting strategic analysis, examining options, building in agility and how to monitor implementation.

Step-by-step, you will learn what a strategic planning process involves, what tools and techniques can help you along the way, what the end result should look like, and how to get everyone on board.

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Leveraging AI Software for Non-Profits – Online (https://www.carmichaelireland.ie/courses/ai-software/)

(10:00am–12:00pm – Wed 19th Mar 2025)

Instructor: Seán Fahey

1. Introduction to AI in Non-Profits

- Overview of AI and its relevance to non-profits
- Benefits and ethical considerations

2. Understanding Chat GPT

- What is Chat GPT?
- Practical Demonstrations

3. Writing Effective Prompts

- Basics of prompt writing
- Techniques to enhance prompt effectiveness

4. Refining ChatGPT Outputs

- Iterative refinement techniques

5. Custom GPTs

- Introduction to Custom GPTs
- Use cases for non-profits

6. AI in Speeding Up Internal Processes

- Streamlining communication
- Data analysis and insights
- Enhancing customer service

7. AI-Generated Imagery

- Introduction to AI-generated imagery
- Tools and platforms
- Practical guide to generating images
- Ethical use of AI imagery

8. AI Video Editing Tools

- Overview of AI video editing tools
- Enhancing video production
- Practical demonstrations
- Best practices for professional video output

9. Case Studies and Best Practices

- Real-world examples
- Lessons learned and pitfalls to avoid

10. Q&A and Hands-On Workshop

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Boards, Chairs and CEOs: Roles, Relationships & Boundaries – Online (https://www.carmichaelireland.ie/courses/boards-chairs-and-ceos-roles-relationships-boundaries-online-2025/)

(10:00am–12:30pm – Thurs 20th Mar 2025)
Instructor: Jillian van Turnhout

- Roles and responsibilities - Board, CEO, Chair
- Governance vs. Management
- Division of responsibilities
- Communication between CEO and Chair (Board)
- HR sub-committee (CEO Selection, Review, Remuneration, Succession Planning)
- CEO role in relation to the Board
- CEO performance appraisals - how to conduct appropriately
- Board only sessions
- Code of conduct
- Board evaluation (its value and purpose)
- Board Dilemmas

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Board Member Induction – Online (https://www.carmichaelireland.ie/courses/board-member-induction-online/)

(6:30pm–9:00pm – Wed 26th Mar and 6:30pm–9:00pm – Thurs 29th May 2025)
Instructor: Michelle Walshe

A comprehensive induction is an important first step in ensuring that new Board Members, Directors and Charity Trustees have the understanding needed to carry out their roles, responsibilities and obligations effectively. This workshop aims to form part of that induction process.

Below is an outline of the topics covered:

- Governance Overview
- Board Members' Roles and Responsibilities
- The Chairperson
- Board Relationship with CEO/Staff
- Company Limited by Guarantee – Directors
- Charity – Charity Trustees
- What more to expect from a Board Induction

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Cyber Security for Management/Board – Online (https://www.carmichaelireland.ie/courses/gdpr-data-protection-management/)

(10:00am–12:00pm – Wed 26th Mar 2025)
Instructor: Liam Lynch

This interactive workshop will provide the participant with a view of the cyber security risks faced by charities and not-for-profits and measures they can take to reduce these risks.

1. Introduction:

- What is cyber security and why is it important?
- The different types of cyber threats.
- The impact of a cyber attack on a charity or not-for-profit.

- The importance of cyber security awareness for management.

2. Case studies

3. Cyber security best practices:

- Social engineering
- Password security
- Email security
- Physical security
- Incident response

Session delivered via Google Meet. Fee = €80.00 per person for non-profits.

Digital Fundraising for Non-Profits – Online (https://www.carmichaelireland.ie/courses/digital-fundraising-for-non-profits-online/)

(10:00am–12:00pm – Thurs 27th Mar 2025)
Instructor: Andrew Parle

1. Introduction:

- What is digital fundraising, and why is it important?
- The pros and cons of digital fundraising

2. Case Studies

3. Steps to Follow When Creating a Digital Fundraising Campaign:

- Review past strategies and results.
- Set goals and KPIs – What does your charity want to achieve? Work backward from there.
- Ensure your digital fundraising strategy resonates with your donors.
- Create a communication plan that aligns with your strategy.
- Identify all relevant channels.
- Choose the right tools for your strategic fundraising plan.
- Engage and cultivate relationships with your donors throughout the campaign.
- Measure and track performance.
- Review the campaign's performance.

4. Q&A to Finish

Session delivered via Zoom. Fee = €80.00 per person for non-profits.

Free Resources from Carmichael (https://www.carmichaelireland.ie/resources/)

Optimising Board Oversight using Key Performance Indicators (https://www.carmichaelireland.ie/resources/optimisingboard-oversight-using-key-performance-indicators/) explores the use of performance metrics by boards and the process for selecting and assessing key performance indicators. It is an extract from a Carmichael report "Improving the quality of board packs for better decision making in Irish Nonprofits (https://www.carmichaelireland.ie/resources/improving-the-quality-of-board-packs-for-better-decision-making-in-irish-nonprofits/) ".

Board packs are one of the key gateways for board members into the organisation they govern. The clarity and accessibility of board packs is vital to ensuring an effective board and well-governed organisation. Follow the four stage plan in Best Practice Non-Profit Board Packs (https://www.carmichaelireland.ie/resources/best-practice-non-profit-board-packs/) to achieve this.

When you are hiring new board members, Finding and Onboarding the Right Board Members (https://www.carmichaelireland.ie/resources/finding-and-on-boarding-the-right-board-members/) coupled with our Podcast (https://stitcher2.acast.com/livestitches/4ae37fb291193dbad66d9b5f9f103599.mp3?
aid=652e60e08cd777001231b177&chid=623a51eb5e7be90014a35726&ci=FO5sjkQmEl6gkokM956htyhE-iRASYfLpRcg-
ta4YNItQluIFgc_pw%3D%3D&pf=rss&sv=sphinx%401.222.1&uid=a66c386d453923c2ecee79e5c3aaafa8&Expires=1729786014814&Key-Pair-Id=K38CTQXUSD0VVB&Signature=WnjcRQ0-
6tQi7Aksd9J5p02~3QM6IedAoTp71ohOZj2l4HPJXFTdMKT9kIg8ROTSjmfNhTVVgIJiHUp2UfGVmlvf8juyeBArCNcSOi6yXpSmbcqIILePcGcQLoZsBG~BXAiEuIdnIZWididl3NYqQYRKL5hyIPJ8jrZZAHJo
~ENO-cmG8W2w__) can assist you with recruiting the right board members for your Organisation.

Carmichael Podcast (https://www.carmichaelireland.ie/resources/introducing-carmichael-podcast/) – many episodes available where Carmichael CEO, Diarmaid Ó Corrbuí, chats with different guests on various governance topics.

E-Learning courses (https://www.carmichaelireland.ie/courses/?type=e-learning-courses)

The Non-Profit eLearning Bundle (https://www.carmichaelireland.ie/courses/non-profit-elearning-bundle/) consist of 5 modules for a special bundle price of €350: Governance and Charities Governance Code Carmichael (eLearning) (https://www.carmichaelireland.ie/courses/governance-and-charities-governance-code-carmichael-elearning/) , Employing Staff and Managing Human Resources (eLearning) (https://www.carmichaelireland.ie/courses/employing-staff-and-managing-human-resources/) , Financial Management for Non-Profits (eLearning) (https://www.carmichaelireland.ie/courses/financial-management-for-non-profits/) , Business and Organisation Development for Non-Profits (eLearning) (https://www.carmichaelireland.ie/courses/business-and-organisation-development-for-non-profits/) , Marketing and Sales for Non-Profits (eLearning) (https://www.carmichaelireland.ie/courses/marketing-and-sales-for-non-profits/) .

The Charities Act For Charity Trustees (https://www.carmichaelireland.ie/courses/the-charities-act-for-charity-trustees-elearning/)

The Companies Act – Implications for Companies Limited by Guarantee (https://www.carmichaelireland.ie/courses/the-companies-act-implications-for-companies-limited-by-guarantee-elearning/)

For the full list of e-Learning courses, visit https://www.carmichaelireland.ie/courses/?type=e-learning-courses (https://www.carmichaelireland.ie/courses/?type=e-learning-courses) .

Please contact training@carmichaelireland.ie (mailto:training@carmichaelireland.ie) if you have any queries on Carmichael's training or other resources.

Region
Online / Dublin 7

Date Entered/Updated
25th Oct, 2024

Expiry Date
25th Dec, 2024

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